

Senior HR Professional HR Committee Member

Location: Canada | **Volunteer Position**

Time Commitment: 3-4 meetings yearly (virtual)

Accountable To: Board Chair and/or CEO

Who We Are

The [Canadian Chiropractic Examining Board](#) (CCEB) develops, administers and validates the entry-to-practice examination for chiropractic in Canada. Successful completion of the competency-based CCEB examination is one of the qualifying licensing requirements for chiropractors in Canada. There are two components to the exam, the written multiple choice and the objective structured clinical examination (OSCE). To learn more about the CCEB and the work that it undertakes, please visit our website.

About the Role

CCEB is seeking an experienced HR professional to serve as a volunteer strategic advisor to our Board, CEO, and leadership team to sit on the HR Committee as a non-chiropractic public member.

This role is ideal for a seasoned HR professional who enjoys supporting organizational growth, leadership development, governance, and people strategy in a not-for-profit environment.

Responsibilities

- Provide strategic HR guidance to the Board, CEO, and leadership team.
- Support succession planning, leadership development, and organizational growth.
- Advise on CEO performance management and goal-setting.
- Provide guidance on HR policies, employee relations, and employment legislation.
- Contribute to workforce planning, HR budgeting, and risk management.

Qualifications

- 10+ years of progressive HR experience in a strategic or advisory role.
- Experience advising C-suite leaders on complex HR matters.
- Expertise in leadership development, succession planning, and executive performance management.
- Knowledge of employment legislation in Alberta and Ontario is an asset.
- Strong communication, relationship-building, and facilitation skills.
- Ability to provide objective, confidential, and independent advice.
- Experience working with Boards, committees, or other governance bodies is an asset.
- CHRP, CPHR, or equivalent designation is an asset.

Who You Are

- A trusted advisor who can provide constructive guidance to senior leaders.
- Comfortable working within a governance-driven environment.
- Practical, solutions-focused, and collaborative.
- Passionate about contributing your expertise to a mission-driven organization.

How to Apply

Please submit your résumé and a brief statement outlining your interest in the opportunity and relevant experience to CCEB by email at board@cceb.ca **by September 24, 2026 at 5:00 P.M.**

Mountain Time.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

We welcome applications from individuals of all backgrounds, experiences, and identities and are dedicated to providing equal employment opportunities for all.

Note that interviews will be held on the following dates: October 9, October 14 or October 16.